



ARLINGTON FINANCE COMMITTEE  
MINUTES OF MEETING  
6/23/2021 7:30 PM  
Conducted by Remote Participation – Zoom Meeting

ATTENDEES:

Gibian	L	Padaria		Harmer	P	Tosti	P
Blundell	P	Franclemont	P	LaCourt	P	Howard	L
Ellis	P	Wallach		Jones	P	Deshler	P
Healy	P	Foskett	P	Kocur	P	Carman	P
Beck		Crawford Pokress		Kellar		McKenna	P
Deyst	P					Diggins	P

P indicates Present; L indicates late

Visitors: Comptroller Ida Cody, Deputy Town Manager/Finance Director Sandy Pooler

INTRODUCTION

1. Foskett read the rules for the meeting as formulated by Town Counsel based on the Governor's authorization. An important rule is that all votes, unless unanimous, must be by role call. Attendance was taken by role call.

MINUTES

2. Minutes: the minutes of the 6/16/2021 meeting were approved, with David McKenna abstaining due to being absent from the meeting.
3. Jones confirmed the move to the town's SharePoint site.
4. Sandy Pooler introduced and the group discussed two Reserve Fund Transfer requests:
  - a. \$71,000 to the Inspectional Services Department to cover the retirement payout to Michael Byrne who retired from the Director of Inspections position. The total retirement payout was just over \$84,000, with the Inspectional Services Department covering \$13,000 of the payout from its budget.
  - b. \$26,000 to the Health & Human Services department for consultant work relating to Diversity, Equity and Inclusion education and engagement. Prior to FY2022, the Diversity, Equity and Inclusion department was housed within the Health & Human Services budget. Consulting work was completed by consultant Allentza Michel and her team from Powerful Pathways.
  - c. The two Reserve Fund Transfer requests were approved unanimously with 15 in favor.
5. Elections: nominations were received for Foskett to serve as Chair (one position), for Jones, Deshler, Carman and LaCourt to serve as Vice Chairs (three positions) and for Howard and Jones to serve as Recording Secretary (one position). LaCourt declined the nomination for Vice Chair and Jones declined the nomination for Recording Secretary.

- a. Tosti made a motion to elect Foskett as Chair, to elect Jones, Deshler and Carman as Vice Chairs and to elect Howard as Recording Secretary. Mckenna seconded the motion.
- b. 14 voted in favor of the slate Tosti proposed in his motion, with one abstention.

#### CONCLUSION

The meeting adjourned at 9:56 PM.

The next meeting is To Be Determined.

Reference 1: End of Year Transfer Memo FY22

Tara Bradley  
2/1/2022



**Town of Arlington  
Office of the Town Manager**

**Sanford M. Pooler**  
Deputy Town Manager

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TO: Finance Committee

FROM: Sandy Pooler, Deputy Town Manager/Finance Director and Ida Cody, Comptroller

CC: Adam W. Chapdelaine, Town Manager

DATE: June 23, 2021

RE: End of Year Transfers

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Attached for your information and review is a list of anticipated end of year transfer requests and a sheet summarizing the transfers. We reviewed year end salary and spending projections and believe the transfer requests listed below will cover all deficits in spending accounts for Fiscal Year 2021. Please note that the anticipated transfers included in the attachment are subject to change prior to the conclusion of FY 2021. There may also be a need for an additional transfer(s) not included in the attachments. The Town Manager's Office will continue to monitor spending and provide additional information prior to requesting formal action from the Finance Committee

The following is a summary of the two transfer requests we request this year<sup>1</sup>:

**Inspections: Employee Buyout**

Employees who retire from the Town of Arlington are entitled by contract and by town bylaw and state law to payment for various earned benefits, including unused vacation days, buyback of a portion of unused sick days, and for certain employees who were subject to deferred pay increases years ago, a deferred salary payment. There are employees in several departments who retired during FY2021 and who were paid these payments, however, only one department, Inspections, had a small enough budget that it needs a Reserve Fund transfer. I recommend making a Reserve Fund transfer to the Inspections Department in the amount of \$71,000 to cover the buyout for Michael Byrne.

**Health and Human Services**

Over the past year, the Town used the services of Ms. Allentza Michel from PowerfulPathways, Inc. to conduct a series of community conversations centered around racism, racial equity, and policing in Arlington, which began June 23, 2020. This four-part series opened up the dialogue to address challenges past and present the Town of Arlington has faced, acknowledged plans for moving

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<sup>1</sup> The Department of Public Works Snow and Ice budget is not in deficit, so a Reserve Fund transfer for snow and ice will not be necessary in FY2020.

forward in the journey to dismantle the systemic racism that is embedded into all of the Town's institutions, and provide an opportunity for community voices and concerns to be heard and discussed. She has also worked with the Town's DEI Director as well as the Town Manager and several department heads in an ongoing effort to draft and implement an Equity Action Plan for the Town. I recommend making a Reserve Fund transfer to the Health and Human Services Department in the amount of \$26,000 to cover these trainings and public education sessions.

**Impact to Reserve Fund**

The recommendations outlined above total \$97,000 from the Reserve Fund. If approved, the balance in the Reserve Fund would be \$1,459,724, which will become Free Cash as of June 30, 2021.

**FY21 Transfers, June 13, 2021**

Department	Amount Required		Transfer Source
	Expense	Salaries	Reserve Fund
Inspections <i>Employee Buyout</i>		\$71,000	\$71,000
HHS <i>DEI Consulting and Training</i>	\$26,000		\$26,000
Total	\$26,000	\$71,000	\$97,000